



TOWN OF COTTAGE CITY
TOWN HALL MEETING MINUTES
WEDNESDAY, MAY 12, 2021
7:00 PM

IN ATTENDANCE

Commissioners: Amarche, Wheatley, Young, Urey, Givens
Consuella Barbour, Town Manager
Anthony Ayers, Chief of Police
Kevin Best, Town Attorney
Greg Pinkney, Public Works Director

The Commissioners were sworn in earlier that day at the Town Hall Meeting. A recording of the swearing in was taken for the Towns records.

The Commission looked over the Minutes and Financials for April 2021.

Motion to approve the financials and minutes.

Motion made by: Young; Seconded by Urey:

Amarche: Aye, Wheatley: Aye, Young: Aye, Urey: Aye, Givens: Aye

MOTION PASSED.

Resident Ms. Zadia spoke to the Commission regarding the Hamlet Park Agreement. There is an indemnification clause that Hamlet Park is questioning and had some concerns with it. Attorney Best recommended Hamlet Park get their attorney involved. The Commissioners agreed for the attorneys to work out the agreement directly, and the subject will be tabled for now.

The election results were read from the May 3, 2021 municipal elections. Ward 1 candidate, Ann Young received 23 votes. At Large candidate, Danielle Urey received 24 votes.

Motion to accept the board of election results.

Motion made by: Amarche, Seconded by: Givens

Amarche: Aye, Wheatley: Aye, Young: Aye, Urey: Aye, Givens: Aye

MOTION PASSED.

Motion to nominate Commissioner Wheatley as Chair.

Motion made by: Givens, Seconded by: Amarche

Amarche: Aye, Wheatley: Aye, Young: Aye, Urey: Aye, Givens: Aye

MOTION PASSED.

Motion to nominate Commissioner Givens as Vice Chair.

Motion made by: Amarche, Seconded by: Givens

Amarche: Aye, Wheatley: Aye, Young: Aye, Urey: Aye, Givens: Aye

MOTION PASSED.

Motion to nominate Commissioner Amarche as Secretary.

Motion made by: Givens, Seconded by: Urey

Amarche: Aye, Wheatley: Aye, Young: Aye, Urey: Aye, Givens: Aye

MOTION PASSED.

The Commission read the second reading of Budget Ordinance 20201-02 – An ordinance of the Cottage City Commission to adopt a budget and levy property taxes for the 2021- 2022 fiscal year.

Motion to approve the budget with the understanding it was properly advertised.

Motion made by: Amarche, Seconded by: Young

Amarche: Aye, Wheatley: Aye, Young: Aye, Urey: Aye, Givens: Absent

MOTION PASSED.

The Commission discussed the final version of the employee handbook with all edits that the Commissioners wanted.

Motion to adopt Resolution 2021-02, a resolution to adopt an updated employee handbook.

Motion made by: Amarche, Seconded by: Young

Amarche: Aye, Wheatley: Aye, Young: Aye, Urey: Aye, Givens: Absent

MOTION PASSED.

Town Manager Update – We heard back from the property at 3813 Cottage Terrace, there is still litigation going on with the property owner and the court system.

Motion to donate \$10,000 over a three year period, beginning in this fiscal year, to the fire department (they made a donation request for a new fire truck) and Commissioner Givens would like this donation to be in form of a resolution.

Motion made by: Givens, Seconded by: Urey

Amarche: Aye, Wheatley: Aye, Young: Aye, Urey: Aye, Givens: Aye

MOTION PASSED.

Ms. Barbour discussed the amount to purchase and install tough books for the Police Department \$2,119.00; she had advised the Chief to purchase them, but she did not realize how much the labor would be and it is over the \$1,000 purchase amount she can approve. The Commission was fine with her paying the bills.

American Rescue Plan Fund Review – she sat in on an MML meeting. Money will come in two transactions. The funds have to be sent by the end of the year in 2024. MML asked us to submit our most current budget to them, and they will get back to us when they have more guidance from treasury on how much money we will be getting and when we will be receiving it.

Employee Vacation Discussion – At the end of the year, our current handbook (2011) says you can carry over up to 150 hours. But Paychex has a copy of a handbook that states it is only 120 hours can be carried over. Three employees lost 30 hours each because of a discrepancy in the

handbook and Paychex. Ms. Barbour wanted to make sure that the Commission was okay with this. The Commission was fine with this decision.

Tot Lot Grant – We have won the tot lot grant in the amount of \$50,000. The grants have to be approved by the board of public works for the State of Maryland. So we don't have the official approval yet. Ms. Barbour suggested not starting any work, until the grant is officially approved.

Public Works Update – Mr. Pinkney showed the Commission a picture of the Public Works truck he is suggesting getting painted. Mr. Pinkney showed the Commission landscaping quotes from three different companies.

Motion to approve getting the public works truck painted in the amount of \$1,537.48 by R&Z Auto Service.

Motion made by: Givens, Seconded by: Wheatley

Amarche: Aye, Wheatley: Aye, Young: Abstain, Urey: Abstain, Givens: Aye

MOTION PASSED.

The Commission discussed quotes for putting in a sprinkler system.

Motion to pay \$9,950.00 for a sprinkler system from PLC Incorporated.

Motion made by: Givens, Seconded by: Wheatley

Amarche: Aye, Wheatley: Aye, Young: Abstain, Urey: Abstain, Givens: Aye

MOTION PASSED.

Chief Ayers discussed his monthly report for April 2021. The Chief discussed the New General Orders for 2021. The Chief discussed he received the Trikke Maryland Smart Energy Community Grant in the amount of \$3,750.00. The Trikke costs \$9,000.00. The Chief would like to purchase the Trikke in this year's budget, and then the Town would get reimbursed. The Town would come out of pocket \$5,605.00

Motion to waive the charter requirement for competitive bidding.

Motion made by: Amarche, Seconded by: Wheatley

Amarche: Aye, Wheatley: Aye, Young: Abstain, Urey: Aye, Givens: Aye

MOTION PASSED.

Motion to purchase a Trikke from Trikke Professional Mobility for \$9,305.00.

Motion made by: Amarche, Seconded by: Givens

Amarche: Aye, Wheatley: Aye, Young: Abstain, Urey: Aye, Givens: Aye

MOTION PASSED.

Ward 1 Report – No report.

Ward 2 Report – No report. Commissioner Amarche will be doing a stress management program along with our police explorers.

Ward 3 Report – No report. Commissioner Wheatley attended Mayor Miles retirement; we sent a gift basket to her.

Ward 4 Report – No report. Commissioner Givens expressed his appreciation of the current Commission and how well everyone gets along and gets work done. He acknowledged Brittney Drakeford, who has an Ad campaign on Bladensburg Road. Commissioner Givens wants an article on our Police Explorer's in the newsletter.

At-Large Report – Commissioner Urey discussed there has been complaints about dumping in Dueling Creek and she would like the Chief to check on that.

Motion to adjourn the meeting.

Motion made by: Givens, Seconded by: Young

Amarche: Aye, Wheatley: Aye, Young: Aye, Urey: Aye, Givens: Aye

MOTION PASSED.